SIMPLE BUDGET GOOGLE SHEETS
INSTRUCTIONS

Important Notes

A pop up will appear if you attempt to modify a cell that should not be changed. This ensures no accidental changes are made to formulas that do automatic calculations.

The 2 Tabs

This spreadsheet includes a total of 2 tabs. You can toggle between tabs by clicking the tab buttons at the bottom of the spreadsheet.

INSTRUCTIONS TAB | This tab links you to step-by-step instructions, a Youtube tutorial, and a PDF file with ideas for setting up your subcategories.

BUDGET DASHBOARD | This is the core tab of your budget. It will take all your inputs and do all calculations automatically! The Budget Dashboard will show you insights about your income, saving and spending, including how much you have left to spend, planned vs. actual spending, and more.
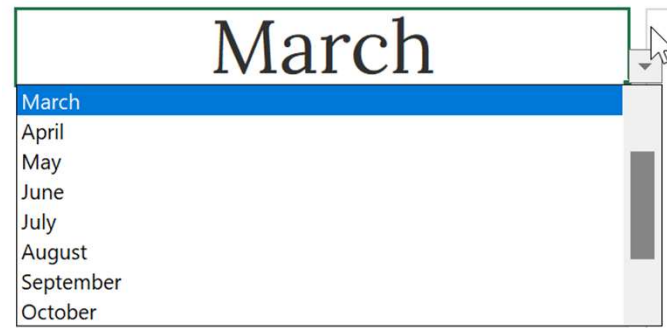
Setting Up Your Budget

STEP 1 | SET THE MONTH & YEAR

Click on the month name and select the month you are budgeting from the drop down.

Then click on the year and enter the four-digit year you are budgeting.

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STEP 2 | SELECT CURRENCY

The default currency is $.

If you'd like to change the currency, simply enter your preferred currency symbol. That will automatically change the currency throughout the spreadsheet.

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STEP 3 | SET **INCOME** SUBCATEGORIES & PLANNED AMOUNTS

Enter up to 10 INCOME subcategories starting with "Income #1." (Most common examples: Paycheck, Side Hustle, Bonus, etc. Other examples can be found in the PDF from your purchase or in the **Instructions Tab** of your spreadsheet.)

For each subcategory, enter a planned budget amount. (For those subcategories where you need to estimate your planned spend, we suggest looking at actual costs from the past 3 months and using the average.)

Example: If you expect to receive $5000 total in paychecks for the month, enter $5000 under the PLANNED column for "Paychecks."

March

| March |
| April |
| May |
| June |
| July |
| August |
| September |
| October |

March
2023 ⊕

BUDGET DASHBOARD

SET CURRENCY FOR DASHBOARD →	$
DO NOT EDIT CELLS WITH SHADED BACKGROUND	

INCOME

	PLANNED	ACTUAL	% PLAN
Income #1	$	$	
Income #2	$	$	
	$	$	
	$	$	
	$	$	

INCOME

	PLANNED	ACTUAL	% PLAN
Paychecks	$ 5,000.00	$	0%
Side Hustle	$ 500.00	$	0%
Resell	$ 150.00	$	0%
	$	$	
	$	$	
	$	$	

STEP 4 | SET **SAVINGS** SUBCATEGORIES & PLANNED AMOUNTS

Enter up to 15 SAVINGS subcategories starting with "Savings #1." You can also put sinking funds here. Sinking funds are a savings line item that you contribute to monthly for a future expense. (Most common examples are: Savings, Emergency Fund, Retirement, College Fund, Home Repair, Vacation, etc. Other examples can be found in the PDF.)

For each subcategory, enter a planned budget amount.

Example: If you want to save $500 towards your Emergency Fund this month, enter $500 under the PLANNED column for "Emergency Fund."

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SAVINGS

	PLANNED	ACTUAL	% PLAN
Savings #1	$	$	
Savings #2	$	$	

SAVINGS

	PLANNED	ACTUAL	% PLAN
Emergency Fund	$ 500.00	$	0%
Retirement	$ 500.00	$	0%
House	$ 200.00	$	0%
Vacation	$ 50.00	$	0%

STEP 5 | SET **BILLS** SUBCATEGORIES & PLANNED AMOUNTS

Enter up to 30 BILLS subcategories starting with "Bills #1." Bills are fixed costs that happen every month and are typically the same amount every month. (Most common examples: Rent/Mortgage, Insurance, Internet, Subscriptions, Cell Phone, etc. Other examples can be found in the PDF.)

Next to each bill subcategory, enter the day of the month it is due. Only enter the <u>day</u> it is due, not the full date.

For each subcategory, enter a planned budget amount.

Example: If you expect to pay $1500 for your Mortgage this month, enter $1500 under the PLANNED column for "Mortgage."

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BILLS

	DUE	PLANNED	ACTUAL	% PLAN
Bills #1	1	$	$	
Bills #2	15	$	$	

BILLS

	DUE	PLANNED	ACTUAL	% PLAN
Mortgage	1	$ 1,500.00	$	0%
Cell Phone	10	$ 50.00	$	0%
Internet	28	$ 50.00	$	0%
Utilities	18	$ 100.00	$	0%

STEP 6 | SET **EXPENSES** SUBCATEGORIES & PLANNED AMOUNTS

Enter up to 30 EXPENSES subcategories starting with "Expenses #1." Expenses are variable costs that change every month. (Most common examples: Food/Grocery, Dining Out, Clothing, Gas, Entertainment, etc. Other examples can be found in the PDF.)

Tip: You can make expenses as general (example: Pets) or specific (example: Dog Groomer) as you want! Do what works best for you.

For each subcategory, enter a planned budget amount.

Example: If you are allotting $400 for groceries this month, enter $400 under the PLANNED column for "Groceries."

EXPENSES

	PLANNED	ACTUAL	% PLAN
Expenses #1	$	$	
Expenses #2	$	$	

EXPENSES

	PLANNED	ACTUAL	% PLAN
Groceries	$ 400.00	$	0%
Food Delivery	$ 100.00	$	0%
Entertainment	$ 100.00	$	0%
Gas	$ 100.00	$	0%
Daycare	$ 1,000.00	$	0%
Kids Misc.	$ 200.00	$	0%

STEP 7 | SET **DEBT** SUBCATEGORIES & PLANNED AMOUNTS

Enter up to 30 DEBT subcategories starting with "Debt #1." This can include loans or paying down a credit card balance. (Most common examples: Car Loan, Student Loan, Personal Loan, Credit Card, etc. Other examples can be found in the PDF.)

Next to each debt subcategory, enter the day of the month it is due. Only enter the <u>day</u> it is due, not the full date.

For each subcategory, enter a planned budget amount.

Example: If you expect to pay $300 for your Student Loan this month, enter $300 under the PLANNED column for "Student Loan."

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DEBT	DUE	PLANNED	ACTUAL	% PLAN
Debt #1	1	$	$	
Debt #2	15	$	$	
		$	$	

DEBT	DUE	PLANNED	ACTUAL	% PLAN
Student Loan	11	$ 300.00	$	0%
Car Loan	20	$ 300.00	$	0%
Credit Card	16	$ 200.00	$	0%

STEP 8 | SET GOALS AND TO DOS FOR THE MONTH

You can record monthly goals and monthly to dos on the Budget Dashboard. During the month, you can mark them complete by clicking the box which will create a checkmark.

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Congratulations!

Your budget is now set up and ready to begin the month.

Up next, we'll show you how to record actuals.

MONTHLY GOALS

☑ Example Goal
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

TO DOS

☐ Example To Do
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

Logging Actual Transactions During the Month

Use the **TRANSACTION LOG** on the Budget Dashboard tab to enter all actual transactions for the month, including receiving income/getting paid, spending money on bills or expenses, making a debt payment, or depositing money into savings.

For each transaction, you'll enter:

- **Date:** You may enter as MM/DD/YYYY and the file will convert for you. (Ex: 1/1/23 will convert to January 1, 2023.)

- **Amount:** The amount for that transaction.

- **Category:** A drop down list is provided. Pick from income, savings, bills, expenses or debt.

- **Subcategory:** Your custom subcategories will appear here for you to select from.

- **Notes:** This is an optional notes field for your use.

TRANSACTION LOG				
DATE	$	CATEGORY	SUBCATEGORY	NOTES
March 1, 2023	$ 1000.00	Income	Paychecks	Paycheck #1 for 3/1-3/7
March 1, 2023	$ 500.00	Savings	Emergency Fund	
March 2, 2023	$ 100.00	Expenses	Groceries	

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Optional Feature: Mark Bills & Debts as Paid

Once you log a bill or debt, you have the option to mark it as "paid" in your Budget Dashboard. Simply find the bill or debt subcategory in your Budget Dashboard list and click the box to the left which will create a checkmark.

DEBT					
✓		DUE	PLANNED	ACTUAL	% PLAN
☑	Student Loan	1	$ 300.00	$ 300.00	100%
☐	Car Loan	15	$ 100.00	$	0%
☐	Credit Card	25	$ 100.00	$	0%

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Setting the Next Month

To move to your next month of budgeting, you'll need to duplicate the "Budget Dashboard" tab. Right-click on the "Budget Dashboard" tab and select "Copy to" and then "Existing spreadsheet." You'll select your Budget Babe Templates SIMPLE BUDGET file from Google Drive for the copy.

You can rename the new tab by right-clicking the new tab and selecting "Rename."

On the new tab, you'll want to change the month, make any desired changes to subcategories and planned budget amounts, and then delete transactions so you can start your actuals new for the month.